

Quotation Request //

US Government Printing Office

Columbus Regional Office
1335 Dublin Rd., Suite 112-B
Columbus OH 43215-7034

JACKET:540-554

Quotations are Due By:

(Eastern Time) 11:00 AM on 01/30/2009

Submit Fax Quotes to: (614) 488-4577

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

TITLE: BC-1775 (02) (3-2004) JEFFERSONVILLE ENVELOPE

QUANTITY: 224000 Envelopes

Quotes MUST be received by above date and time, late quotes will NOT be considered.

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

TRIM SIZE: 5-3/4 x 8-3/4"

PAGES: Face Flat + Interior

SCHEDULE:

Furnished Material will be available for pickup by 01/30/2009

Deliver complete (to arrive at destination) by 02/25/2009

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

Type & rule copy prints face & includes type copy positioned under flap after construction. Entire interior is to be printed with an opaque black security tint of contractor's choice. Envelopes are open side, high cut diagonal seams.

Window - 7/8 x 5" with slightly rounded corners covered with a transparent polystyrene window material. Located 1-7/8" from the top and 1-1/8" from the right. 5" window dimension is parallel with the 8-3/4" side.

Flap - Minimum 1-7/8" and maximum 2-1/8", split gummed and folded down. Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents.

Envelopes must meet requirements for: Bell & Howell Phillipsburg Inserter, Models A347-2-C6 & Model 776-C6 and Gunther International printing system, Model EP4000.

Envelopes must be in accordance with the current DMM and all USPS regulations.

The Contractor is responsible for the delivery of each quantity as specified. If the Contractor delivers and the Government receives quantities of any item in excess of the quantity specified, such excess quantities will be treated as being delivered for the convenience of the Contractor. The Government may retain such excess quantities up to \$250 in value without compensating the Contractor therefore, and the Contractor waives all right, title, or interests therein. Quantities in excess of \$250 will, at the option of the

Government, either be returned at the Contractor's expense or retained and paid for by the Government at the contract unit price.

MATERIAL FURNISHED: Contractor to pickup at GPO. Camera copy and sample envelope to follow for construction. Also, a CD containing a PDF file with the copy.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
White Wove Basis Weight 24

COLOR OF INK:

Black

MARGINS: Follow Copy Sample.

Follow trim marks on c/c. Must meet all current USPS DMM for FIM, barcodes, margins and skewness.

PROOFS: Exact layout proofs

Submit 2 sets of composite layout/position proofs with all elements in proper position (not pasted up), trimmed to the required finished sizes. Proof must show EXACT size and position of window & printing quality that is close match to printed press sheet. Provide proofs as black image on white substrate.

(Contractor option to provide pre-production samples if necessary to meet this requirement). In lieu of a film based proof, a digital layout proof may be furnished provided that the digital proof is imaged using the same Raster Image Processor (RIP) that will be used to produce the finished product and meets all above stated requirements, including accurately predicting all aspects of page layout/image assembly of final product.

If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

Deliver proofs, along with the furnished materials and GPO Proof Memo, directly to the two addresses indicated for proofs under DISTRIBUTION. Proof package must be clearly marked on the outside PROOFS?DO NOT DELAY, and contain the GPO Jacket Number, Requisition Number, and publication title.

Proofs must arrive no later than February 5, 2009 & will be withheld not longer than 3 WORKDAYS from date of receipt, to date proofs are made available for pick up by the contractor (see NOTE below). THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF PROOF APPROVAL.

NOTE: It is the responsibility of the contractor to make the necessary pickup arrangements when notified that the reviewed proofs are available. If a courier is to be used, a fully completed airbill (prepaid by the contractor) must be furnished to the specified address with the delivered proofs for this purpose.

PACKING:

PALLETS/PALLETIZING: All orders shall be shipped on pallets. Wood pallets are required with un-notched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48 x 42 (stringer measurement shall be the 48 dimension). Full two-sided entry on the 42 width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48.

Cartons shall be of the appropriate dimensions so as to be stacked on the pallets, so that the length of each carton runs in the opposite direction to the row of cartons beneath/above, (i.e., interlocking 90-degree palletizing scheme), with carton labels facing out. Carton dimensions shall allow for this interlocking

90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or row will not be accepted.
Box in units of 500. Pack 2500 per shipping container.
Pallets are required

DISTRIBUTION:

1 set of proofs (+ gfm & films at completion of order):
U S Census Bureau, National Processing Center, 1201 East 10th Street, Bldg. 66, room 149, Jeffersonville, IN 47132, Attn: Brenda Steele

1 set of proofs and 5 sample envelopes to: US Census Bureau, Remote Delivery Facility (RDF), 4600 Silver Hill Road, Suitland, MD 20746, Attn: Joel Pugatsky Cubicle 3J426E 301-763-4447

224,000 envelopes to: US Census Bureau, National Processing Center, 1201 East 10th Street, Building 60-F, Jeffersonville, IN 47132 Attn: Receiving Office 812-218-2018

Quality Assurance Stds: The following standards shall apply to these specifications (from ANSI/ASQC Z 1.4).

- (a) Non-destructive Tests - General Inspection Level I
 - (b) Destructive Tests - Special Inspection Level S-2
- Specified Standards: The specified standards for the attributes requiring them shall be:
- | ATTRIBUTE | SPECIFIED STANDARD |
|----------------------------------|--------------------|
| P-7. Type Quality and Uniformity | Approved Proofs |

Vendor Notification of Shipping

Contractor must provide 24-hour advance notice for all deliveries to the National Processing Center located at 1201 E 10th Street, Building 60-F, Jeffersonville, IN 47132. Verification of the number of copies that are guaranteed for on-time delivery must be communicated by e-mail to npc.census.kit.forms@census.gov. The subject line of each e-mail message must contain the words: Shipping Activity Report for GPO Jacket Number 540-554. The message text must include (1) the Title, (2) the required delivery date, and (3) the number of copies guaranteed for on-time delivery. For Print Orders requiring delivery of multiple items, the title of each item shall be listed on a single separate line of the e-mail text. For Print Orders requiring more than one scheduled delivery date (delivery of partial quantities) a separate e-mail message must be provided in advance of each individual delivery date.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Divided into 200 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the Department. A copy of the PURCHASE ORDER/SPECIFICATION and a signed Government-furnished certificate of

selection must be included. A copy of the Government-furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing the voucher.